



School Tours, Trips and Outings Policy

Skerries Community College

 Chairperson Board of Management	 Secretary Board of Management
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School Philosophy

Our school promotes the development of the whole person, within a Christian context. With the assistance of the parents, we aim to develop responsible citizens. Students, irrespective of economic circumstance, gender, religious or philosophical outlook, race or social situation are welcome to join us in the pursuit of knowledge.

Our ethos is based on personal responsibility, interdependence, respect for people and respect for property.

Our school seeks to cultivate integrity, the necessary skills for life, and to facilitate the best in the academic and non-academic areas. We value our culture, our traditions, our heritage and we seek to be a caring and compassionate community, where justice and truth are central elements.

All off-site activities are conducted in line with the school Child Safeguarding Statement and Child Protection Procedures for Schools 2025.

Policy Framework

This policy is informed by:

- Circular M20/04
- Child Protection Procedures for Schools 2025
- Children First Act 2015 and Guidance 2017
- School Child Safeguarding Statement
- School Code of Behaviour
- School Health and Safety Statement
- Data Protection (GDPR) policy

Rationale

Skerries Community College strives to provide an effective education for all its students and is committed to the education, in the broadest sense of the word, of all students who attend the school.

Skerries Community College provides an academic education, which also recognises that exposure to a variety of experiences and cultures is part of a holistic education.

The curriculum content of some subjects requires field studies/trips/outings/tours/recreational activities, which take place off school grounds.

Tours/trips/outings support the development of bonds between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.

Educational outings support teaching and learning outcomes and link experiences to the curriculum. In addition to offering students opportunities to engage with experiential learning.

The college aims to provide a balanced programme of outings, tours and trips for the school year that does not prove too costly to parents and does not overburden the school timetable.

All educational tours/trips must be consistent with the rationale as specified by the Department of Education and Science in Circular Letter M20/04.

Trips must:

- Have a clear educational purpose
- Support and extend classroom learning
- Be appropriate to students' age and stage
- Maximise participation where possible

Objectives

This policy seeks to assist staff in the planning of tours, trips, and outings so that they are aware of all necessary planning and precautions which must be observed to provide for the health and safety of staff and students.

The following objectives are sought:

- That the health, safety and welfare of our students is safeguarded

- That students gain maximum educational benefit and enjoyment
- That staff understand the duty of care required of them
- That staff organising trips are supported by the Board of Management, staff, students and parents/guardians

Approval

- Principal approval is required for day trips
- Board of Management approval is required for residential/overseas trips
- No trip shall proceed without formal approval

Safeguarding and Risk Assessment

- All trips must comply with the School Child Safeguarding Statement and Child Protection Procedures for 2025.
- Safeguarding applies, before, during and after all trips.
- Any safeguarding concern must be reported immediately to the Designated Liaison Person (DLP).
- A written risk assessment is required for all trips, including day trips.
 - It must be completed in advance
 - Be proportionate to the activity
 - Be reviewed by school management
 - Day trips- completion of risk assessment form (Appendix 1A)
 - Sporting events such as participating in matches or training (Appendix 1B)
 - DDLETB Overnight trip risk assessment checklist (Appendix 2) is required to assist with Risk Assessment.
 - Risk assessments should consider supervision arrangements, medical needs, behavioural concerns, transport, communication arrangements, online safety,

accommodation (where applicable) and procedures for responding where a student becomes separated from the group.

- The Child Protection Procedures for Schools 2025 and the School Child Safeguarding Statement apply throughout all school tours, trips and outings.
- The Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDL) remain the designated contacts for any child protection concern arising during a school trip.
- Where a student makes a disclosure of abuse or a child protection concern arises during a trip, staff shall respond in accordance with Child Protection Procedures for Schools 2025 and report the concern to the DLP as soon as practicable.
- Staff must maintain appropriate professional boundaries at all times.
- Staff should avoid situations where they are alone with an individual student. Where unavoidable circumstances arise, the circumstances should be transparent, appropriate and reported to the trip leader.
- Risk assessments should consider safeguarding risks, supervision arrangements, accommodation, medical needs, behavioural concerns, transport, communication arrangements, online safety and any additional vulnerabilities of participating students.

Tours, Trips and Outings- Key considerations

- Day trips/tours/outings may take place during the school day or extend beyond normal school hours.
- There must be an appropriate ratio between the number of students and the number of staff travelling. This ratio varies depending on the nature of the trip and the age of the students.
- On a private coach, where possible, there should be at least two members of staff in addition to the driver.

- A member of staff should not travel alone with a student.
- Staff should avoid one-to-one situations with students wherever possible and should ensure that interactions remain observable and accountable.
- The number of students participating depends on the nature of the trip.
- Organisers must liaise with the Learning Support Department regarding students who may require additional supports and plan appropriately for their participation.
- In the case of oversubscription, priority is given to students studying the relevant subject.
- A written risk assessment form is required for all trips (Appendix 1A)-where necessary supervision levels should be adjusted based on findings of risk assessment.
- For overnight trips, the DDLETB Risk Assessment form must be completed (Appendix 2)
- Appropriate supervision arrangements must be in place for all overnight trips and must be reflected in the trip risk assessment.
- Students shall remain in their allocated accommodation and comply with all supervision arrangements communicated by staff.
- Staff must maintain appropriate professional boundaries and avoid situations where they are alone with individual students unless required by an emergency or welfare concern.
- An Accident/Incident Report Form must be completed for all accidents or incidents and returned to management.
- Every effort will be made to include students with medical conditions while ensuring the school can manage the needs of the students without compromising the health and safety of the student, the other students participating or the itinerary of the trip. Each case will be considered on an individual basis in consultation with parents.
- In addition to this policy, the organising teacher may schedule an information night in the school where further details related to a trip/tour are communicated.

Code of Positive Behaviour

- The Code of Positive Behaviour always applies to all students of Skerries Community College and relates to all school activities, both during and outside of normal school hours; it applies both on and off school grounds and anywhere students are clearly identifiable as students of the school.
- Before a student is accepted to participate on a school trip, their previous behaviour will be considered.
- Following acceptance of a place on a trip, tour or outing, school management reserves the right to withdraw a student's participation where significant concerns arise regarding safety, behaviour, welfare or the successful operation of the trip. Parents/guardians will be informed of the reasons for such a decision.
- Where a student's behaviour is such that it is deemed a risk to the wellbeing and smooth running of the tour or themselves, the student may be sent home and the cost recovered later from their parents/guardians.

Responsibility of Students

Students must:

- be punctual, take direction and follow instructions from all staff members while on school tours;
- not absent themselves from the group
- not take or share inappropriate images
- not transfer or post images of staff online
- personal items on school tours/trips and any damages incurred will be student responsibility.
- be responsible for their own belongings.

- sign a contract, with their parent/guardian, which outlines the rules and expected behaviours for the duration of the trip/tour and their commitment to abiding by these rules.
- always behave responsibly
- Attend all information meetings and co-operate with all requests pertaining to the trip
- Behave in a respectful way toward staff, tour guides, and all other activity organisers
- travel in groups and should not separate from their peers or designated group without the permission of a supervising teacher.
- comply with the school's Acceptable Use Policy and use mobile phones, social media and digital technologies responsibly throughout the trip.

Responsibility of Organisers/ teachers

- All requests for trips or tours will be made to the Principal and Link Deputy Principal giving appropriate notice, sufficient for proper planning and permissions to be obtained from all relevant parties.
- Obtain approval from the principal. All overnight tours/trips abroad must be sanctioned by the Board of Management
- Once the Principal has confirmed approval, the organising teacher should:
 - Forward details of the trip to the Deputy Principal for inclusion in the calendar
 - Ensure permission slip is given to each student (paper format) or via school management system (TYRO), this should detail explicitly all pertinent information relating to the trip.
 - The organising teacher must ensure that permission has been cleared for all students (signed paper forms or digitally via school management system).
 - A list of all students participating must be given to the link deputy. If students are to miss class, a list of their names should be made to available to staff via email.
 - Liaise with the Learning Support Department where students with AEN may require additional supports and plan appropriately for this.

- On occasion it may be suitable for students to travel independently to and/or from the event, in such cases, the organizing teacher must advise parents and school Principal/ Deputy Principal in advance.
- A parent information meeting may be arranged for some trips/tours. The final details of the tour will be detailed. All aspects of student behaviour, safety procedures, the requirement for medical oversight from parents will be discussed. Parents will be given a copy of the itinerary, rules, consent forms etc., which must be reviewed and signed by parents.
- For overnight tours /trips the organiser must provide the Principal/Link Deputy Principal with:
 - Full itinerary
 - Name, contact details of travel agent
 - Transport information
 - Names of Students and Staff and any other accompanying staff.
 - Address and number of all accommodation
 - DDLETB overnight stay-Risk Assessment Form-Completed with signature of organising teacher.
 - Information regarding insurance and any other relevant information.
 - To facilitate the collation of this information and ensure its retainment post excursion the relevant Link Deputy Principal will create an online folder with the Name and Date of the Tour. This folder will be populated by the organising teacher in advance of departure.
 - The folder will be accessible to Principal, Deputy Principal organising teacher only.
 - All records shall be retained in accordance with GDPR and school retention policies.
- The initial letter to parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.

- For school tours the organising teacher will create a list of students travelling-this can be achieved using the school digital management system (e.g. TYRO).
- The organising teacher should have two emergency contact numbers, The Principal, and the Link Deputy Principal. The trip organiser will have access to the contact details of all students on the trip via the digital school management system.
- If a student is found to be in serious breach of any rules in the School Code of Positive Behaviour, organising teacher and/or other accompanying teachers must contact the principal immediately.
- Where concerns arise regarding student safety, welfare or possible breaches of the school's Code of Positive Behaviour, authorised staff may inspect student belongings in a reasonable, proportionate and respectful manner.
- Any such inspection should, where practicable, take place in the presence of another member of staff and the student concerned.
- Significant incidents shall be reported to school management and recorded appropriately.
- In the event of a medical emergency, every reasonable effort will be made to contact parents/guardians.
- Where this is not possible and urgent treatment is required, staff may authorise treatment based on the advice of qualified medical professionals and in the best interests of the student.
- Parents should be informed well in advance if there are any mandatory or recommended inoculations required for the destination.
- For trips/ tour/ outings which take place or extend outside school hours, an emergency contact number (dedicated school mobile number) will be made available to parents/guardians.
- All members of school staff who oversee students on a trip/outing off site will monitor the implementation of this policy.

Responsibility of Parents/Guardians

- For tours/trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son/daughter's journey to/from the school. The organiser of the trip must be informed in advance of these arrangements.
- A contract outlining the rules, specific details relating to the trip and a permission slip will be forwarded to parents/guardians out prior to the trip and must be signed by parents/guardians and student.
- Parents/Guardians must encourage their child to adhere to school rules and all behaviour requirements for the trip.
- It is essential that parents inform the school if their child has a medical condition. Parents must ensure that full pertinent details are relayed clearly to the organising teacher-on all forms/questionnaires and if necessary, by arranging an in-school meeting.
- If a student has a pre-existing medical condition relevant medical information or medical advice should be provided where appropriate. Parents must ensure that the student travel insurance covers the specific condition.
- Where a student requires medication, it is essential that parents inform the organising teacher of all matters relating to this. Parents/Guardians must ensure instructions, relevant travel documentation and details relating to the administering of medication is disclosed on pre tour medical paperwork and explicitly brought to the attention of the organising teacher- well in advance of departure. (Organising teacher should consider this is any risk assessment)
- Students travelling within the European Union should have a valid European Health Insurance Card (EHIC).
- Tours/Trips/Outings involve a financial cost to the student. In the case of financial difficulties, application for aid can be made to the principal.
- Parents will be informed how and where to make online payments and when non-refundable deposit is due.

- A student will not secure a place on the tour until the deposit is paid. Receipts will be issued by the company as payments are made.
- Should a student withdraw from a tour they will be subject to the tour operator's policies and may be subject to financial penalties. This is not under the remit of the school but solely the Tour company.
- Payment schedules and deadlines will be communicated to parents via the online digital management system (e.g. TYRO). Where tours are organized by external tour companies monies are paid direct to them and payments schedules are set by these companies.
- Visas may be necessary for the destination, and some countries require that these are processed together. There may be other costs related to obtaining visas. Parents should be aware that students with non-EU passports require a visa for travel to EU Countries.
- All documents, passports and visas must be in date with (6 months or more required before passport expires). This is important for travel outside the EU.
- Photocopies of documents may be required when deposit is paid
- The school will not take responsibility for a student whose documents are not in order and is prevented from travelling as a result. Extra cost at being delivered home will be borne by parents/guardians. The school will not be liable.
- Students must have a European Health Insurance card for travel in the EU.
- Parents must ensure student inoculations are up to date
- Some trips/tours will have an information meeting-a parent/guardian must attend.
- Following communication of any matters relating to insurance eligibility. It is the responsibility of parents/guardians to establish if the insurance will cover pre-existing conditions.

Provision for students with Additional Needs

Skerries Community College recognises that a tour will be a valuable educational experience all students including those with additional needs. Where a student has additional needs, full review of their needs, abilities, SNA requirements, health and safety risks, budgetary constraints, trip itinerary, staffing resources and suitability of the trip will take place. The tour

organisers, with the learning support team will review the considerations for each student who wishes to go, individually and then in consultation with parents, other staff members and the student themselves. The school will endeavour to facilitate participation through reasonable accommodations wherever possible while ensuring the health, safety and welfare of all participants. Decisions will be made following consultation with the student, parents/guardians, relevant staff and school management.

Communication during Tour, Trip or Outing

Mobile phone communication between teachers/supervisor and students on the trip may be necessary. A list should be made of participants mobile phone numbers and students may be given the mobile phone number of the trip leader (this will be a school designated mobile phone number used for this purpose)-this will be their emergency number on the trip. Staff will not give their personal numbers -a dedicated school mobile phone must be used in this regard. Staff shall not communicate with students through personal social media accounts or private messaging platforms.

Staffing requirements for Tours/Trips

The organising teacher and the principal select the appropriate staff for any trip/tour.

Priority will be given to tutors aligned with any year group travelling, language teachers and/or sports teachers on sports tours/trips. The ultimate decision rests with the management after consultation with the tour teacher/leader.

Accompanying Staff

- Permanent and temporary teachers, student teachers, special needs assistants and administration staff may travel with students. Student teachers must be accompanied

by permanent members of staff, and it is advisable to have some teachers with tour experience on each tour.

- All adults accompanying students must comply with current Garda Vetting requirements and relevant DDLETB procedures.
- Volunteers or non-teaching adults shall not have sole responsibility for students.
- Teachers will act in a responsible manner and adhere to all relevant safeguarding guidance.
- The consumption of alcohol is not permitted by any staff member on a school trip/tour/outing.
- Staff must maintain professional boundaries and conduct themselves in a manner consistent with the Teaching Council Code of Professional Conduct and the school's Child Safeguarding Statement.

There should be a balanced programme of tours/trips such that it does not negatively impact on the running of the school and overburden substitution requirement.

Post Trip Evaluation

A post trip evaluation/ debrief should be conducted by organising teacher with the Principal and Link Deputy. This should include a formal report on any incidents which occurred during the trip. Further to this the organising teacher should assess the following areas:

- Student feedback
- Parent Feedback
- Accidents/Incidents
- Accommodation
- Facilities Activities
- Value for Money
- Tour Operator
- Transport

- Staff and Pupil Behaviour
- Recommendations for future trips/tour

Monitor and Review

Skerries Community College will check, review, and evaluate this policy on an ongoing basis to ensure compliance with all relevant official department and DDLETB guidance and in line with best practice of continual improvement.



Appendix 1A

Skerries Community College-Day Trip/Excursion Risk Assessment

1. General Details

School Name	
Destination	
Date	
Departure Time	
Return Time	
Year Group	
Students	
Staff	
Trip Leader	
Principal/Deputy Principal Approval	

2. Educational Purpose

Item	Details
Curriculum Link	
Learning Outcomes	

3. Supervision & Ratios

Item	Details
Staff-Student Ratio	
Supervision Arrangements (groups, meeting points, etc)	



Appendix 1A

4. Safeguarding

Requirement	Yes/No
DLP known	☐ Yes ☐ No
Child Protection Procedures followed	☐ Yes ☐ No
Appropriate Supervision maintained at all times	☐ Yes ☐ No
Staff briefed on safeguarding responsibilities	☐ Yes ☐ No

5. Student Attendance

Check Point	Completed ü
Before departure	☐
During trip	☐
Before return	☐

6. Medical & First Aid

Item	Details
Medical needs identified	☐ Yes ☐ No
Details of medical needs	
First aider(s)	
First aid kit available	☐ Yes ☐ No
Nearest medical facility	
Student medication accessible	☐ Yes ☐ No

7. Inclusion (AEN)

Item	Details
Reasonable Accommodations/ Supports provided	☐ Yes ☐ No
Details	



Appendix 1A

8. Transport

Item	Details
Mode of Transport	
Transport Provider	
Control measures (seatbelts, supervision, headcount, wheelchair accessible)	

9. Emergency Planning

Item	Details
Emergency contact (school)	
Emergency contact (trip leader)	
Procedures (Injury, lost student etc)	

10. Dynamic Risk Assessment (Day of Trip)

Item	Details
Risk assessment reviewed before departure	☐ Yes ☐ No
Changes identified on day	
Additional control measures implanted	

11. Consent and Communication

Item	Details
Parents informed	☐ Yes ☐ No
Written consent obtained	☐ Yes ☐ No
Students briefed	☐ Yes ☐ No



Appendix 1A

12. Declaration

Signature	Date
Trip Leader:	
Principal:	



Skerries Community College

Sports & School Trip Risk Assessment -Sporting Events

Activity Type: Routine sports training, fixtures, and day trips

Location: _____

Sporting Event: _____

Date Reviewed: _____

Review Cycle: Annual or when circumstances change

1. Activity Overview

This form covers routine school sports activities including training sessions and fixtures.

2. Key Hazards (tick applicable)

- ☐ Injury during sport
- ☐ Slips, trips, and falls
- ☐ Transport risks
- ☐ Weather conditions
- ☐ Medical conditions/emergencies

3. Control Measures (tick confirmed)

- ☐ Supervision by qualified staff
- ☐ Appropriate equipment/facilities
- ☐ Safety instructions given
- ☐ Behaviour expectations explained
- ☐ First aid available
- ☐ Weather assessed



☐ Student medical info available

4. Supervision

Staff in charge: _____

Supervision ratio appropriate: ☐

5. Transport

Transport arranged and compliant: ☐

6. Emergency Procedures

☐ Emergency contacts carried

☐ First aid provision confirmed

☐ School informed if incident occurs

7. Approval

Risk level: Low ☐ Medium ☐ High ☐

Additional notes:

Staff Signature: _____ Date: _____



Overnight/Foreign Trip Risk Assessment Checklist

Skerries Community College Overnight/Foreign Trip Risk Assessment Checklist

Ensuring the safety and wellbeing of students and staff during overnight and foreign trips is a vital responsibility for every school. To support this, DDLETB has developed a **comprehensive checklist for risk assessments**. This checklist is designed to support our schools, colleges and centers:

- Identify and mitigate potential risks before the trip takes place.
- Ensure compliance with school policies and legal requirements.
- Provide a clear framework for planning, so that Principals and trip leaders can focus on delivering a positive educational experience.

For Foreign Trips before any planning begins, the first step is to apply for permission through the organisation's Foreign Trip App. This application confirms that the trip aligns with organisational guidelines and initiates the approval process, ensuring transparency and accountability.

Using the checklist below is a vital safeguard that protects students, staff, and the school from possible risks.

General Preparations

- ☐ Obtain written permission from parents/guardians for each student.
- ☐ Ensure all emergency contact information is up to date.
- ☐ Confirm travel and health insurance coverage for all participants. (Including EI II forms)
- ☐ Review any health and dietary needs of students and have plans in place.
- ☐ Prepare a detailed itinerary including addresses and contact information for all destinations.
- ☐ Arrange transportation and verify the safety and reliability of the service provider.
- ☐ Ensure students understand and sign the code of behavior for trip.

Overnight/Foreign Trip Risk Assessment Checklist

- ☐ Inform parents/guardians of expectations of students, the itinerary, and emergency contact details.
- ☐ Establish a communication plan for regular updates to the school and parents.
- ☐ Share trip details and emergency contacts with the Designated Liaison Person (DLP) and school management before departure.

Health and Safety

- ☐ Ensure first aid kits are fully stocked and accessible.
- ☐ Verify that all necessary vaccinations are current if required for trips abroad.
- ☐ Prepare and bring necessary medications and medical documentation for students with specific health needs.
- ☐ Identify the nearest medical facilities at the destination.

Accommodation and Facilities

- ☐ Where possible inspect the accommodation for safety and suitability.
- ☐ Confirm rooming arrangements comply with school policies ensuring student safety and comfort including clear rules around room access and curfews.
- ☐ Ensure staff rooms are located near students' rooms for supervision and emergencies
- ☐ Review security measures and protocols at the accommodation (e.g., locks, staff presence, emergency exits etc.).

Travel and Activities Arrangements

- ☐ Confirm travel schedules and reservations.
- ☐ Ensure transport and services providers (bus drivers, airlines, activity centers, etc.) are regulated, licensed and insured.
- ☐ Establish a meeting point and protocol in case of separation during travel.
- ☐ Prepare contingency plan for inclement weather or other unexpected changes.

Legal and Documentation

- ☐ Ensure you have copies of all necessary travel documents (passports, visas, etc.).
- ☐ Obtain any required travel permits or authorisations.
- ☐ Ensure compliance with local laws and regulations at the destination.
- ☐ Have copies of all important documents stored securely and accessible.

Overnight/Foreign Trip Risk Assessment Checklist

Emergency Procedures

- ☐ Develop and communicate a clear emergency response plan.
- ☐ Assign roles and responsibilities to staff members in case of an emergency.
- ☐ Conduct a pre-trip briefing on emergency procedures with all participants, to include a missing child protocol.
- ☐ Have access to emergency funds for unexpected situations.
- ☐ Ensure staff have access to and are aware of the schools Critical Incident Plan.

Communication

- ☐ Ensure a group leader and assistant leader is appointed.
- ☐ Establish a clear chain of communication among staff members.
- ☐ Provide all participants with emergency contact numbers.
- ☐ Set regular check-in times to report status and wellbeing to the school and parents.
- ☐ Ensure all electronic communication devices are fully charged and functional.

Staff & Volunteer Responsibilities and Professional Conduct

- ☐ Brief all staff on their responsibilities, professional code of conduct and supervision schedules.
- ☐ Ensure staff are aware of and comply with school policies and procedures.
- ☐ Ensure any volunteers are Garda vetted.
- ☐ Assign staff-to-student ratios that comply with safety guidelines.
- ☐ Ensure all staff and volunteers are aware that they shall abstain from alcohol and illegal substances while on school/college/center trips.
- ☐ Ensure staff are trained in safeguarding and child protection procedures.
- ☐ Have protocols for documenting any incidents and reporting them promptly to school administration.

Review and Feedback

- ☐ Collect feedback from students, parents, and staff after the trip.
- ☐ Review and update risk assessment procedures based on feedback and any incidents.
- ☐ Hold a debrief meeting with staff to discuss lessons learned and improvements for future trips.